

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Public Works Service Center (PWSC) Best Management Practices	Revised: 10/18/19
Purpose: To ensure the use of best management practices (BMPs) that prevent or mitigate any environmental impacts to the storm sewer system that may occur as a result of the operations at PWSC.	

Responsible Party/ies: All PWSC Personnel

Performance Frequency: Various task and areas will be done monthly and annually per the Standard Operating Procedure (SOP)

Documentation: Inspection checklists and logs associated with the SOP for a particular procedure will be kept on file with Environmental Management

Definitions: n/a

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel within their first 60-days of employment.

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Procedure:

1. All loose materials stored in open, outdoor conditions shall be secured and all loose materials which may get dispersed by weather shall be contained. Examples include; trash/recycling containers, items stored in vehicle/truck beds, and rock/sand/mulch/dirt piles. The methods and means of containment for all such items shall be checked routinely to ensure they are functioning properly.

2. Facility wide litter pick-ups shall occur at least annually. This includes the yard, lot and common areas. The employee whose operations are assigned to a particular area is responsible for completing litter pick-up in that/those areas; common areas will be addressed by custodial personnel and or/ other staff. During liter pick-up, personnel should also watch for leaks coming from vehicles in parking areas, including seasonally used machinery, and report them to proper supervisor.

- The Office of Environmental Management leads Annual PWSC Site Walk with the Director of Public Works and all PWSC Division Managers to identify areas for improvement.

3. The entire parking surface of PWSC must be cleaned by a street sweeper to remove accumulated debris and sediment at least twice annually. This will require moving vehicles and

equipment to enable the street sweeper to effectively clean all areas. The Stormwater Division will coordinate the sweeping of the lots, but PWSC Departments are responsible for moving its own machinery and vehicles when necessary, and for collaborating with Stormwater personnel to accommodate their work in a reasonable and timely manner.

4. Inspections of all storm sewer system inlets must occur at least annually by Stormwater Division personnel. This should include performing a brief visual inspection of the drain to note any problems such as deterioration, clogged or collapsed pipe, etc. Removal of debris and maintenance will occur on an as-needed basis.

5. Any drain blockers or other physical controls (e.g., a drain sock in the inlets, or other devices that restrict the amount of sediment allowed to enter the drain) that are used must be annually inspected, maintained and /or replaced to ensure their continued effectiveness. These inspections should be performed while doing the annual storm sewer inspection/cleanout.

6. All spill response kits shall be continually maintained to ensure that the proper tools are present and in good working condition. Inspections of these kits should occur at least annually and after spill events. These monthly inspections will be the responsibility of the Office of Environmental Management.

- A. Absorbent booms
- B. Absorbent pads
- C. Granular Absorbents
- D. Scoop/shovel & broom
- E. PPE (gloves and safety glasses)

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov.

